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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 33

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Daily Calendar

Effective immediately, division chiefs are to submit in triplicate, a daily calendar report to the office of the Branch Chief not later than 9:30 each morning. The report should contain the following information:

1. Meetings - subject, time, place and personnel attending.
- *2. Appointments - subject, with whom meeting, time and place.
3. Personnel in travel status and location.
4. List key personnel in leave status (whether sick or annual) and expected date of return to duty.

When no meetings of importance are scheduled, submit report indicating that information.

Division chiefs should notify the secretary to the Assistant Branch Chief if any important meeting or appointment is arranged after the reports have been submitted.

Information to be included in these reports should be forwarded by each section chief to the secretary of the division chief for inclusion in one report from each division.

*This to include only more important appointments, especially those at which policy matters to be discussed.

Healbie

